

**TAB**

1. Purpose - Self-explanatory.

✓2. Coverage - Who will identify Agency activities outside the Washington Metropolitan Area and who will conduct the survey of commercial rates to establish a parking fee for Agency employees outside the Washington area?

3. Background -

a. Self-explanatory.

b. Self-explanatory.

c. Will employees continue to drive by themselves in spite of the parking fee? Are comparable figures available on the number of carpools which occupy paid parking lots as opposed to those parking lots where fees are not levied? Are these questions irrelevant since the decision has been made that U.S. Government employees will be assessed parking fees?

4. Policy - ✓Will different rates be established in the OTS complex commensurate with the space assigned? ✓Should a carpool or an employee be charged the same rate for a "Bullpen Space" at the rear of Central Building as compared to individuals who have clear access in and out of their space at all times, e.g., parking on the quadrangle or along the roadways in the complex? ✓What rates will be charged for the twenty spaces allotted to OTS in the Navy Potomac Annex parking lot on 23rd Street? These questions have been posed by Agency employees.

5. Acquisition of Parking Facilities - ✓How will the parking spaces at the rear of Central Building be assigned? ✓Will spaces be assigned by lane? Individuals who arrive first are now required to park as close to Central Building as possible and those who arrive later are to park to the rear until the lane is completely filled. Those who arrive first, therefore, cannot leave the parking lot until the individuals in front of them leave.

a. Availability of Public Transit - Who will conduct a survey on available public transit for the 2430 "E" Street area?

b. Availability of Car Pools - Who will conduct a survey for the OTS complex?

c. Off Street Parking - The only off-street parking for the OTS complex is on 23rd Street between 0900 and 1600. All available spots have parking meters.

d. Impact on Residential Neighborhoods - There are not residential neighborhoods near the OTS complex.

e. Locations of Employees Domiciles - This presents a problem security-wise as several OTS employees are under cover. Who will conduct the analysis? The analysis will cover a wide spectrum as some OTS employees commute daily from distances as far away as West Virginia?

f. Special or unusual Requirements

- ✓(1) - How many visitor's spaces will be assigned?
- ✓(2) Do we charge people who are on extended leave or TDY?  
Do we charge people who are on annual, sick or military leave?
- (3) If we charge people who are on extended leave or TDY and carpool cannot recruit another member, how many complaints will we receive if a carpool is reduced to three members and the carpool cannot use the express lanes on Route I-95 in Virginia?
- (4) If we charge people while they are on extended TDY or leave and they refuse to pay, what means are used for collection of delinquent fees?
- (5) How do we handle spaces for those employees who work flexi-hours considering we have limited "free access" spaces?

Comment on last paragraph under paragraph 5.

Will time and experience support this rationale? If not, what happens if periodic reductions are not achieved but are increased?

6. Allocation and Assignment of Parking Facilities - Should our present procedure for assignment of parking spaces be reviewed? ✓ Should the present practice of allotting spaces in "blocks" to each OTS operating component be continued? Spaces for small cars on the South Patio at the rear of South Building are not numbered or separated by yellow lines. Presently individuals park on a first-come first-serve basis in an area which can accommodate twenty small cars. An assigned parking permit must be displayed on the dashboard or sun visor. Since the buildings in the OTS complex are being considered as historical sites, it will not be possible to alter the present patio with its slate blocks or neither will we be allowed to paint yellow lines for parking spaces without the approval of the Regional Historical Preservation Liaison, Department of Interior. Who will determine the number of spaces we will be authorized? Is there any restriction on the square footage assigned to each parking space?

7. Charges for Employee Parking -

a. Establishment of Charges - Should the Agency have some input on the rates charged since the parking spaces in the OTS complex are not compatible? Will GSA conduct a survey of the area or will a consultant be utilized to determine the rates to be charged?

b. Which Operating Component in the Agency will be responsible?

✓ c. Will policing of the parking lots be required to ensure that parking regulations are enforced? Who will be responsible if policing is required? Will warning stickers be passed out for a first offense on illegal parking or will irrevocable parking tickets be placed on the offenders vehicle? Can Federal Protective Officers be used to enforce parking regulations?

What legal opinions will we receive to enforce the parking regulations? Will we have attendants as is the case in commercial parking lots? What happens when an employee cannot park in his/her space and we have no space to assign them and the employee must use a commercial lot? Does the employee pay the U. S. Government for his/her assigned space for that day if a commercial lot has to be used? The last Thursday of the month presents a problem because the OTS complex overflows with vehicles which arrive from other areas in the metropolitan area [ ] to attend the OTS end-of-the-month meeting with Senior Officials in OTS and all Branch and Division Chiefs in OTS. What happens when five lanes have to be blocked off in the rear of Central Building to accommodate fork lifts which are required to deliver heavy equipment or remove excess heavy material from the rear of Central Building? Central Building does not have elevators. Will employees using bicycles have to pay for parking? Will bike racks be provided?

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#### 8. Responsibilities

✓ (1) Who will issue regulations and guidelines when fees, procedures, etc. are received from GSA?

✓ (2) Who in the Agency will assess charges consistent with the procedures of the CMB circular?

✓ (3) Who will provide for the collection and deposit of employee parking charges within the Agency?

✓ (4) Who will issue instructions to implement the provisions of the OMB circular?

#### 9. Agency Administrative Workload

It is difficult to perceive that the workload will not increase. Paragraph 10 of the OMB circular requires a periodic report to be submitted on parking. Even after regulations are implemented, employees will park illegally; employees will continue to gripe when they have to pay the fee; employees will complain continually and tie up not only themselves and others in bull sessions about parking when actually they could otherwise be more gainfully employed in their current assignment; employees will require receipts for cash payments; other will insist on receipts for checks.

10. Reports

We will comply with reporting requirements as required.

11. Inquiries - Unless otherwise advised, our inquiries will be directed to OL/LSD and OL/RECD.